

Scituate Community Preservation Committee Funding Request Form

DATE and YEAR of Application: June 2021

APPLICANT INFORMATION

Project Sponsor or Organization: Scituate Town Archives
Contact Name & Address: Jody McDonough
Telephone Number: 781-635-2090 cell Email: archives@scituate.ma.gov
781-545-8865 work

PROJECT INFORMATION

CPA CATEGORY (check all that apply):

- OPEN SPACE RECREATION
 HISTORIC PRESERVATION COMMUNITY HOUSING

NAME OF PROJECT: Digitizing historical Records

BRIEF DESCRIPTION OF PROJECT: we have many historical records that are paper only and are vulnerable and we would like to digitize (and make some available to public)

Attach additional pages including summary, budget, estimated timeline and justification of need.

Project Location or Address: Town Hall

Include map, photo and other imagery for ALL category projects.

If Open Space or Community Housing:

Assessor's Map Page, Block & Lot Number: _____

Number of acres in parcel: _____

Current Zoning Classification: _____

Assessed Value: _____

Title in name of: _____ Title Abstract Date: _____

Number of housing units proposed: _____

Summarize how this request benefits the Town of Scituate and meets the goals of the Community Preservation Act.

our WPA project cards document historical records back to 1600's
our vital records certificates are back to 1800's
our town meeting videotapes/cassettes/35mm tapes should be digitized
we have historic maps that should be digitized and preserved

PERMITS AND APPROVALS

What permits and approvals are required? Have they been obtained or have you filed for them?

Name of Permit	Filed? (Y/N)	Filed (Date)	Obtained (Date)
N/A			

Have you met with any other Town Boards or committees? If so, what were the outcomes of those meetings? (Letters of support from other Boards and committees should be included in the application or supplied at a later date.)

N/A

Notes:

What non-financial support and services are necessary, and how will these be provided?

N/A

FUNDING

Describe the proposed funding for this project. Identify other sources you are seeking funds from, and whether those funds are secured. Identify any funds you or your organizations are willing to provide.

N/A

Proposed Funding

Total Project Cost	CPC Funds Requested	Sources of Funds other than CPA	Amount	Funding Secured? (Y/N)*
\$ 10,000	\$ 10,000	NONE	\$	
			\$	
			\$	
			\$	
			\$	

** If the request is still outstanding, when do you expect to hear a decision?*

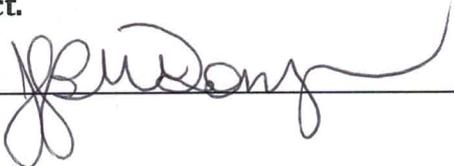
OTHER COMMENTS

Provide any other information you think the CPC should be aware of in evaluating your request for funding.

NONE

By signing below, the Applicant represents he/she is duly authorized, agrees to the terms and conditions and all other requirements of this Application and agrees to be bound thereby if funding is granted for the Project.

Date: 9/8/2021

Signature: 

FOR COMMUNITY PRESERVATION COMMITTEE USE

This request received by Scituate CPC on _____

Copies provided to CPC Members on _____

Additional information required: _____

Committee Vote

Votes:	Yes / No	Votes: Y/N/Abstain	Date
Recommend to Town Meeting			

Other: _____



**Document Imaging
And
Microfilm Scanning Services
For
The Town of Scituate**

Submitted: August 5, 2021

**Submitted By: Jed Toohey
Business Development
Image Data, Inc.
(774) 258-2286
jtoohey@imgdata.com**

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and scanning of microfilm and vital records for the Town of Scituate. The project will be converted in our Albany, New York production facility according to the requirements detailed in this Statement of Work.

Image Data Team will work closely with the designated representatives from the Town of Scituate throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY of CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Document Preparation
- Conversion Services
- Directory Naming
- Transmission of Images
- Image Retrievals
- Facility, Production and QC Overview
- Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following Image Data individuals, who will be responsible for completion of production activities.

- | | |
|--------------------------|----------------------|
| 1. Kara Heniges | Operations Manager |
| (518) 862-2740 ext. 1030 | |
| 2. Ken Major | Director of IT |
| (518) 862-2740 ext.1023 | |
| 3. Jed Toohey | Business Development |
| (774) 258-2286 | |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

The Town of Scituate will box all records for pick-up by driver and delivery to Image Data's production facility in Albany. Shipment dates, schedules and volume of boxes to be determined. Based upon the supplied image volumes, Image Data anticipates the production time on a typical pick-up to be 60 to 90 days from the date of pick-up.

5.0 DOCUMENT PREPARATION

Document preparation will be needed to remove staples, paperclips, sticky notes and documents from book bindings prior to scanning and will be completed by Image Data. Items will not be placed back into folders/subfolders but kept in the scan batch format after scanning.

6.0 DOCUMENT CONVERSION SERVICES

The Records will be scanned at 300 DPI, black and white TIFF files on our State of the Art production scanners. Image Data will provide a POC of the images and directory formats for approval by the Town of Scituate prior to entering into production.

Vital Records: No document separation, scan in order of book and all pages come out of book

Notes:

- Some documents are very fragile and need special care
- Majority of documents would not be able to be run through an automatic feed on a scanner
- Some are very faint/faded, and would have to be reviewed and improved for clarity
- Some are written in pencil. Others in ink, and later on typewritten
- Besides the cream colored documents, there are a variety of documents on colored papers; some light blue, some orange, and some yellow
- Documents in plastic sleeves: will be removed from sleeves by Town prior to scanning.
- NO: Hard bound books.
- NO: Multiple pages or attachments on any of the certificates.
- NO: Multiple certificates per page.
- No documents wider than 9” or longer than 10”

Image Data is not able to improve the quality of a poor original. If poor quality originals are found, a “Best Image Available” document may be scanned prior to the original imaged document.

7.0 INDEXING/FILE NAMING:

Description will be the year on the book or the folder

Note: Documents need to be in order (i.e. January dates are first, December)

8.0 TRANSMISSION OF IMAGES

Image Data will place the images on a USB drive and all records will be returned to the Town of Scituate.

9.0 IMAGE RETRIEVALS DURING PRODUCTION

While the Records are at Image Data during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from the Town of Scituate can be made via email and delivered via email, FTP, FedEx or UPS. The cost to retrieve would be \$17.00 per retrieval plus the imaging fee.

Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.

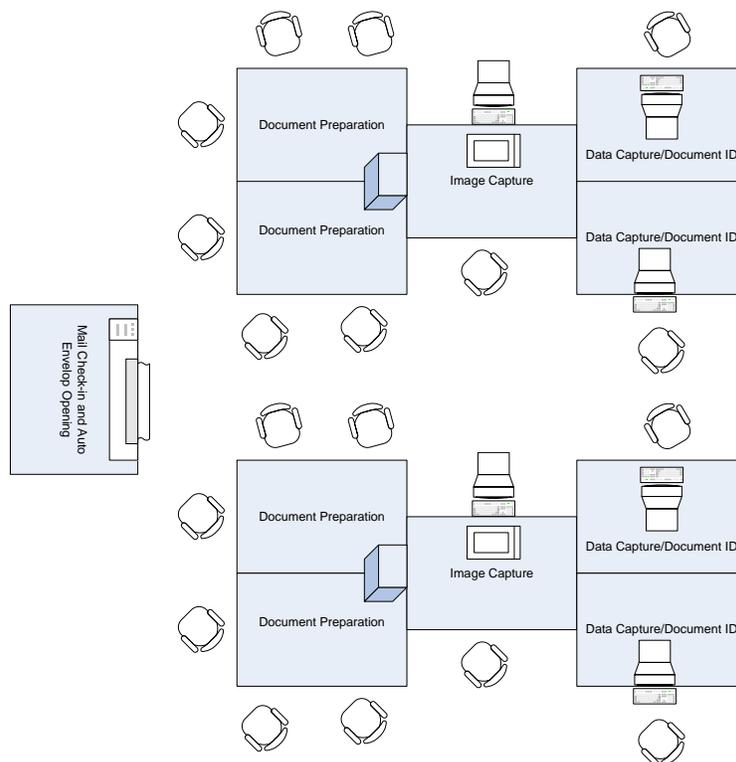
10.0 PRODUCTION AND QUALITY CONTROL (QC) OVERVIEW

Lean Sigma Lean Cells

All IMAGE DATA centers operate in a Lean Sigma Cell design. This design ensures efficiency by eliminating delays in any work queue. Work is not stacked or bottlenecked with the possibility that errors may be contained in an over produced work station. With this workflow design, all elements are synchronized to maximize a daily throughput rate by balancing and managing workloads at each station of the cell. The error prone design of separating prep/imaging/index/document identification within different areas of the room is not utilized by Team IMAGE DATA. Errors are virtually eliminated by employees working side-by-side to ensure that process or product deficiencies are reported to the previous station. This flow enables the Lean Cell to find and correct deficiencies instantly, ensuring that the correction is made at the time of occurrence. In addition, our Lean Sigma work cells process the information in smaller batches, resulting in faster net throughput times. Fast processing times promote the turnaround times required and ensures quality assurance checks continue to be completed in conjunction with deliverable times. Team IMAGE DATA will create a lean cell for each unique task order under this agreement.

Lean Sigma continuously improves overall production and eliminates errors resulting in providing the Town of Scituate higher quality images and data with the highest accuracy levels and at the same time lowering overall costs to our clients.

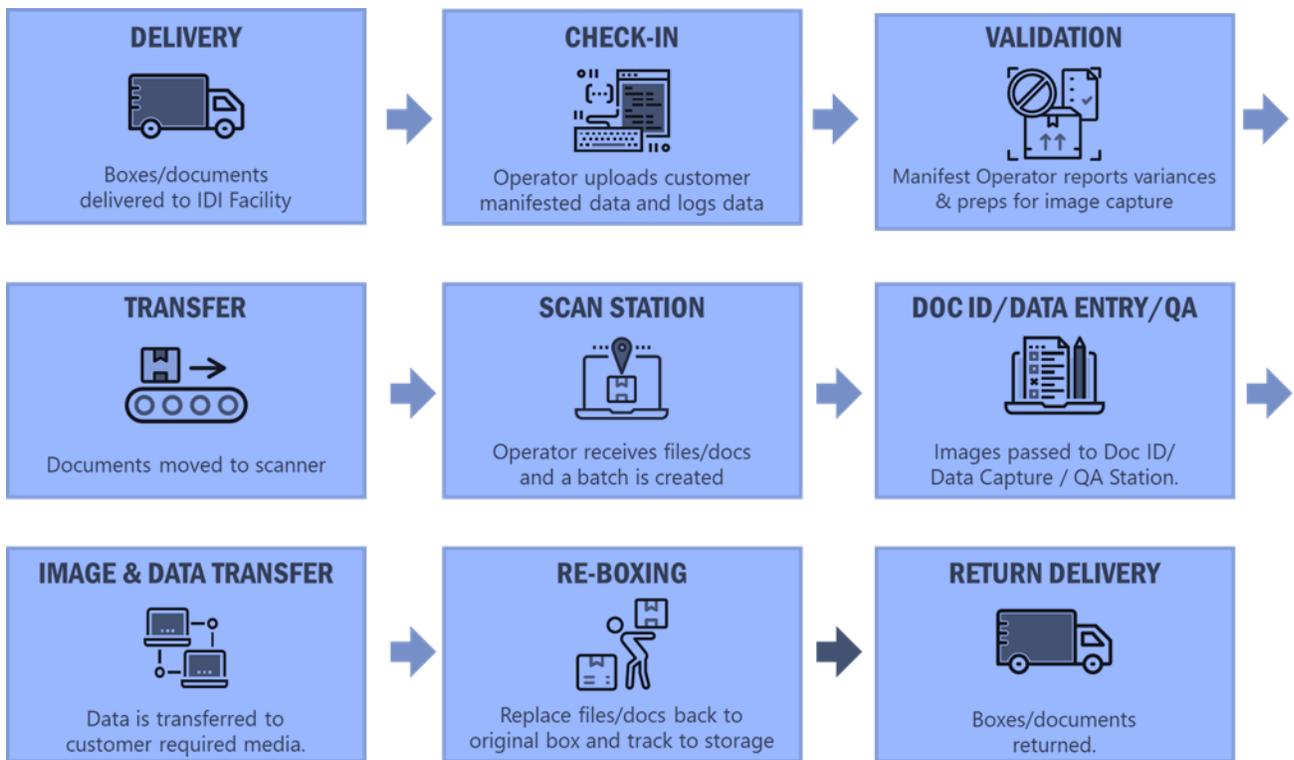
Sample Lean Cell Design



Production Planning and Process Control Activities

The Production phase commences with the transfer of project knowledge from Ramp up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- IDI will insert a “File Level” barcode sheet as well as “Document Type” barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

Scanning – Attended Mode QC

- Scan in “Attended Mode” to assure that the best quality image is rendered
- Visually inspects each image as it is captured and interrupt scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While attended mode scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- IDI utilizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
- IDI utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition other steps are typically introduced which may include:
- Manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to “Release”. This is a random effort after all errors in the process have been corrected.

Workflow Quality Control

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

Pricing Elements as Applicable:

TOWN OF SCITUATE Vital Records					
Description	# of Books	Images/Units	Cost per Image		
				Estimated Cost	
Death—11,000 images. Dated 1877 - 2002	28	11,000	\$ 0.39	\$ 4,290.00	
Marriage - 9,500 images. Dated: 1848-1997	30	9,500	\$ 0.39	\$ 3,705.00	
Set-up		2	\$ 225.00	\$ 450.00	
Pick-up		1	\$ 425.00	\$ 425.00	
Return		1	\$ 425.00	\$ 425.00	
Retreivals if needed		10	\$ 17.00	\$ 170.00	
Totals	58	20,500		\$ 9,465.00	

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

IDI expects documents to be in orderly condition, not damaged by water or other contaminates, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted.

In witness whereof, this agreement has been executed by a respective signatory of each party whose signature appears below and is on the date of this Agreement duly authorized by all necessary and required corporate action to execute this agreement.

Customer: **Town of Scituate**
Address: 600 Chief Justice Cushing Hwy.
Scituate, MA 02066

Vendor: **Image Data, Inc.**
Address: 18 Petra Lane
Albany, New York 12205

Name: _____

Name: _____

Printed: _____

Printed: Jed Toohey

Title: _____

Title: Business Development

Date: _____

Date: **8-5-21** _____